

**CITY COUNCIL RETREAT WORKSHOP OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, JUNE 19, 2010**

The City Council of the City of Leon Valley, Texas, met on the 19th day of June, 2010 at 8:00 a.m. at the Leon Valley Community Center, at 6417 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

**RETREAT WORKSHOP MEETING – 8:00 A.M.**

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**Call to Order**

Mayor Riley called the City Council Retreat Workshop Meeting to order at 8:00 a.m. and asked that the minutes reflect that the following members of City Council were present: Garcia, Reyna, Baldrige, Dean, and Nelson.

City Manager Lambert was present.

**Communications and Team Building Discussion**

The following topics were discussed:

**Review of Code of Conduct.** Supporting documentation for City Council Agenda packets must be in by the Wednesday noon preceding the Friday Agenda Production. Ensures that the City Council will have complete documentation with adequate time to study information and issues. Also raised is the need to have staff improve on their understanding and use of SEE (Social Equity, Environmental Stewardship, and Economic Development) on M&Cs. Further analysis on agenda items as to SEE descriptions; further training may be required.

**ENews, Lion's Roar, and Social Media.** Want a policy regarding who can place items in the City of Leon Valley's weekly ENews that is e-mailed on Fridays. City Manager Lambert will contact City Attorney McCamey and the City of Helotes to obtain sample policies. Questions were raised about the use of social media on the City's website and ancillary policies that might be needed to govern social media use.

An attendant question was raised about harvesting e-mail addresses from subscribers to the City's ENews and the City's Lion's Roar. The City Manager was asked to check about the requirement of a mechanism to allow subscribers to 'un-subscribe.' The timeframe of the newsletter was raised as to whether the frequency can be changed from a bi-monthly to a monthly basis with the goal of expanding information to the community.

**Customer Service Issues and Sensitivity Training.** Based on citizen feedback, customer service/sensitivity training is to be scheduled for all employees in specified divisions and departments when possible. Leon Valley Pool attendance is being affected by the dust from the Poss Road construction. A water truck needs to be watering down the dust and road materials coming from the Poss Road construction. Need to be proactive in providing service to residents. Need to communicate ongoing construction on Poss with signage to alert drivers and residents.

**Overhead Monitors/Screens in Council Chambers.** Difficult to see text from citizen seats. Persons are straining to view the monitors/screens because the equipment is mounted too high. May need to consider adjustment or removal.

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**Strategic Planning Discussion**

**Operational Issues.**

Slurry seal is messed up.  
Sidewalks, new sidewalks.  
Future needs: Street plan.

**Budget Issues.**

Council wants to see a policy statement on budget items.  
Look at individual items in the budget.  
Where is the storm water budget?  
Grant writer is to budgeted in the General Fund.  
Verizon Call Center  
Certain items in the budget, other funds of Economic Development.  
Want to see funding sources annotated on M&Cs coming in agenda packets.  
S.E.E. Know what it means –  
Social Equity, Economic Development, Environmental Stewardship

ED Director needs to stay on schedule regarding timing of projects.  
ED fax machine  
Does anyone have an informal policy on ED funds? Policy should address tools.  
Undetermined amount of discretionary funds, available if needed.  
  
Discussed preliminary meeting with broker, 20 percent. TMRS - Cash and option.  
Fund longevity for Police and Fire only as this is what is required by law.

**Possible Bond Issue.**

Success of a Bond Issue – possible survey.

**Studies Needed.**

Fire Station Facility Study is needed.  
Hire an architect to do a facilities study, for need, etc., RFQ AIA, City Hall/Fire Department/Police Department – Reserve Funds?  
Capital Improvements Program Plan – Want to see the CIP Plan updated  
Look at facilities study for all city hall campus.  
Traffic Calming Device along Fawn Meadow and Evers Road  
Traffic Warrant Study  
Re-visit SDAT- Cost estimates, travel and hotel  
Brief Council Member Reyna: STEP Grant  
Worked out T&MD – Meetings Posted  
Mediator

**Adjourn.**

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Chris Riley  
Mayor

ATTEST:

Jamie Miller  
City Secretary

